



Volunteer Application and Agreement

We appreciate your interest in volunteering for the Florence Events Center (FEC). We truly value our partnerships with our volunteers! Without volunteers the City of Florence would not be able to operate the FEC effectively. In order to ensure the safety of our volunteers and protect the interests of the FEC, and the City, we require potential volunteers to complete this Application and Agreement. (Please print clearly)

Name		Daytime Phone	
Address		Evening Phone	
City/Zip		Email	

VOLUNTEER ACTIVITY

Please describe the type of volunteer work you are interested in performing, or activity/event you wish to volunteer for.

Please list the days and times you are usually able to volunteer.

SKILLS, TRAINING, OR KNOWLEDGE

Please describe any skills, training, or knowledge that you believe would be an asset to the operations of the FEC.

REFERENCES

Please list two references that are NOT related to you. (Personal or professional).

Name	Address	Phone Number	Relationship/ Years Known

EMERGENCY INFORMATION

Name and contact information for the person(s) to reach in the event of an emergency.

Name	Phone Number	Relationship

Volunteer Agreement and Signature

I understand and agree to the following:

- I will keep all personal matters pertaining to the FEC confidential.
- I will adhere by OR-OSHA safety standards and training I am provided.
- I acknowledge receipt of the FEC Volunteer Policy Manual. I have read, understand, and agree to comply.

I hereby certify that the facts set forth in this volunteer application are true to the best of my knowledge. I agree that if the information given during the registration process, including during any interview, is found to be false in any way, it shall be considered sufficient cause for denial of volunteer status. I understand that the FEC is not obligated to appoint me to a volunteer position and that nothing contained in the volunteer registration process is intended to create a contract between the FEC and me. In addition to the above items, I agree to comply with any verbal or written instructions I receive from FEC staff during my tenure as a volunteer. I understand that policies and procedures may change at any time and I understand that my volunteer status can be terminated with or without cause or notice, at any time, at the option of either me or the FEC.

Signature: _____

Date: _____

OUR POLICY

It is the policy of the FEC to fill volunteer vacancies with the most qualified applicants. Volunteer applicants will be considered on an equal basis for all positions without regard to age, disability, race, color, national origin, sex, sexual orientation, veteran status, military status, association with members of a protected class, or any other protected class or work relationship recognized by Oregon or federal law. In addition to this non-discriminatory policy, the FEC expects all its volunteers to refrain from any action which may be construed by an FEC patron to be discriminatory in nature.

Thank you for completing this Application and for your interest in volunteering with us!

REQUIRED FOR ALL MINORS:

PARENT OR GUARDIAN'S AUTHORIZATION FOR MEDICAL CARE AND CONSENT TO AGREEMENT

I, _____, as parent or legal guardian hereby grant permission for _____ to do volunteer work for the Florence Events Center (FEC). In the event of an emergency, accident, or illness, I authorize the FEC and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature below hereby represents that I have read, understand, and consent to this agreement.

Signature: _____

Date: _____



Volunteer Policy Manual

Introduction

Thank you for your interest in volunteering for the Florence Events Center (FEC), which is owned and operated by the City of Florence. Volunteers play a vital role in delivering high quality events to our community. It is important to offer volunteer experiences that benefit both the volunteer and the community. The FEC understands volunteering allows citizens to give back to their community in meaningful ways and is a critical resource to the successful operation of the FEC. Your service is highly valued and appreciated!

The FEC is firmly committed to the safety of our volunteers. We make every reasonable effort to provide a safe and healthful workplace that is free from recognized or known potential hazards.

Volunteer Definition

A volunteer is any person, approved by the FEC Office Coordinator, who donates service in the FEC Volunteer Program without expectation of pay or remuneration, other than reimbursement of approved incidental expenses for those services rendered. Areas of operation that our volunteers are utilized include:

- Building maintenance
- Event set-up and take-down
- Grounds keeping
- Reception/Office
- Ticketing
- Ushering

Volunteers under the age of 18 are not eligible for volunteer service unless the volunteer registration form is signed and approved by the FEC Volunteer Coordinator and a parent or guardian. Volunteers under the age of 21 cannot volunteer in Concessions.

Who is Not a Volunteer?

- Persons not approved by the FEC Office Coordinator for volunteer service.
- Individuals under the age of 18 without proper registration and application documentation signed and approved by a parent or guardian.

- Individuals or groups that are volunteering for another agency are not covered by the Florence Events Center. Example: Boys Scouts performing services at a public event or volunteers of another entity responding in a mutual aid agreement.

Policies and Procedures to Become a Volunteer

Registration/Application

Potential volunteers must contact the FEC prior to performing a volunteer project or job. The FEC Office Coordinator oversees the Volunteer Program and will assist potential volunteers in determining the job specifics that best meet the needs of the FEC and the volunteer.

All volunteers must complete and sign the Volunteer Registration and Waiver Form, along with a Volunteer Application and return the completed forms for approval prior to start of work. Emergency contact information will be obtained from the Volunteer Application in the event of an emergency.

Screening Process

Interviews may be conducted for certain positions prior to selection. Background, experience, and skills are carefully reviewed to match volunteers to appropriate assignments. Certain volunteer positions may require an additional Authorization to Release information to be completed for a background check.

Approval

Volunteers will receive either a written or verbal approval of acceptance in the FEC Volunteer Program, prior to starting work.

Job Description and Physical Requirements

A job description for each volunteer position or project will be provided detailing the duties, scope, and physical requirements of the work. Volunteers should carefully review the requirements and check with their personal physician if there any questions about their physical ability to perform the duties. Some positions may require medical release prior to volunteer work.

Vehicle Policy

Volunteers may be cleared to drive as part of their volunteer work. The volunteer must complete and submit an approved driving history release form prior to driving for the FEC. A valid driver's license and an acceptable driving record are required before a volunteer will be permitted to drive while performing duties as a volunteer on behalf of the FEC.

Volunteers operating public vehicles must have an acceptable driving record that meets the FEC's requirements for acceptable driving. Accidents must be reported immediately to the FEC Office Coordinator and an incident report and accident investigation form should be completed as soon as possible.

Volunteers who drive personal vehicles are required to provide proof of insurance that at a minimum meet statutory requirements.*

The owner of the personal vehicle's auto liability insurance is the primary payer. The FEC's insurance is secondary to private coverage.

Proof of current coverage must be provided each renewal by a copy of the vehicle owner's policy declaration page or certificate of insurance.

**Oregon statutory requirements (ORS 806.010): \$25,000 per person; \$50,000 per crash for bodily injury to others; and \$20,000 per crash for damage to others property.*

Orientation

After approval and prior to the onset of volunteer work, the volunteer receives a departmental and job-specific review of procedures, duties, and scope of volunteer activities from the FEC Office Coordinator, or other applicable FEC staff member. Any required personal protective equipment will be reviewed and provided, if applicable. All personnel and safety rules apply to volunteer workers. Failure to comply with safety and personnel rules can terminate the volunteer relationship.

Safety Requirements

No volunteer will be required to perform work that he or she believes to be unsafe or likely to cause injury or health risk to themselves or others. Volunteers are encouraged to report unsafe conditions or hazards and must report incidents/accidents immediately to supervisor. Training, if required, will be provided for operation of specific equipment, machinery, or tools. Additionally, OR-OSHA training may be required to perform some volunteer duties.

Volunteers are required to follow all safety and security procedures while performing volunteer duties, on or off FEC's premises. Volunteers are required to wear appropriate clothing and footwear at all times, and must refrain from the use of fragrances within the facility.

Emergency Procedures

Emergency procedures will be provided to volunteer staff at the time of orientation. Procedures will include:

- Emergency contact numbers,
- A map showing the location and routes to emergency exits,
- The location of first aid supplies and equipment, and
- Actions to take in the event of a medical emergency or accident.

Incident and Accident Reporting

Injuries and accidents must be reported immediately to the Event Host, FEC Office Coordinator, or another FEC staff member. An Accident/Incident Form must be completed,

if applicable. If appropriate, secure the scene for investigation and documentation of the incident.

Insurance Coverage

Volunteers are considered “agents” and are covered by the City of Florence’s general liability insurance while they are acting within the scope of their duties. Insurance coverage is not provided for personal property, equipment, or vehicles owned by volunteer workers.

For work related injuries, the City of Florence provides workers’ compensation insurance through its insurance carrier. The FEC must comply with statutory requirements by maintaining volunteer rosters.

Record Keeping

Volunteer workers must track and submit hours on a per assignment basis to the FEC Office Coordinator, using the approved form provided by the FEC. This is an Oregon statutory requirement. A record of volunteer hours is used to demonstrate when a volunteer is on the job for accident claims, and can be used to verify work experience for job references. It is required to compile the City of Florence’s annual workers’ compensation premium audit.

Performance Management

Evaluation and feedback of the performance of volunteer duties will be provided regularly, including recognition for volunteer service. FEC management will monitor and take disciplinary action including and up to termination of volunteer relationship when policy or work practices are unacceptable. *An unacceptable work practice includes any action by a volunteer which can be construed by an FEC patron to be discriminatory in nature.*

Forms

The forms listed below will be retained in the office of the FEC Office Coordinator.

- Volunteer application and agreement form
- Volunteer registration and waiver form
- Acknowledgement of receipt of City of Florence’s fraud policy
- Emergency contact information
- Completed time cards or rosters
- Job description
- Parent or guardian authorization for minors (if applicable)
- Release for driving record and background check (if applicable)
- Vehicle use policy (if applicable)
- Proof of vehicle insurance (if applicable)